

# DOMESTIC HAZARDOUS MATERIAL SHIPMENT CHECKLIST

Onsite Shipment ☐ (HNF-RD-7900, One/One not required) ☐ Offsite Shipment (HNF-RD-7900)

Date of Shipment: \_\_\_\_\_ Originating Facility: \_\_\_\_\_

HAZMAT Shipper \_\_\_\_\_ Destination: \_\_\_\_\_

Shipment Number \_\_\_\_\_ Requestor: \_\_\_\_\_

Description of Hazardous Materials and Packaging (Be specific in numbers and types of packages).

NOTE: This checklist is not intended to be used for International shipments or Air shipments of Hazardous Materials.

REQUIREMENT		YES		N/A	
		Shipper	One One	Shipper	One One
<b>Section A: Shipment preparations (Subject to One over One Review)</b>					
1	If shipment includes gas poisonous by inhalation, consignee notified of: date of shipment, expected date of arrival and of any special loading or unloading instructions? (DOE O 460.2)				
<b>Section B: Characterization documentation (Subject to One over One Review)</b>					
1	Is the material not forbidden for transportation? (173.21)				
2	Has the material been evaluated to be solid, liquid/sludge or gas matrix? (171.8)				
3	Does the material meet the definition for RQ for hazardous material? (172.101 Table 1 to App. A)				
4	Does the material meet the definition of another hazard class(s)? (173.2)				
5	Have the primary, secondary and tertiary hazard class(s) been determined? (173.2a)				
6	Does the material conform to any exemptions? (173.22a)				
7	Has the exemption been reviewed for applicability, to verify if it has not expired, to verify that DOT has not cancelled it and if the shipper is authorized to use it? (107.101, `173.22a)				
8	Marking checklist(s) have been completed for containers on shipment? (HNF-PRO-156, HNF-PRO-157)				
9	Will the material, as packaged, meet limited quantity exceptions? (172.101 (i), 173.13)				
<b>Section C: Shipping papers (Subject to One over One Review)</b>					
1	Each hazardous material is identified on the shipping papers (172.200)				
2	Hazardous material descriptions are entered before materials not subject to 49 CFR (172.201(a)(1)				
3	Shipping paper pages are numbered consecutively with first page specifying total number of pages (172.201(c))				
4	"RQ" is shown (if applicable) with the applicable hazardous substance(s) identified (172.201(a)(1)				
5	"X" is shown in HM column before proper shipping name (172.201(a)(1)				
6	Proper shipping names for hazardous materials are shown (172.202 (a)(1)				
7	Hazard class of the material identified is shown (subsidiary hazard class may be entered following the primary hazard class or may be entered following the basic description) (172.202 (a)(2)				
8	Identification number of the hazardous material is shown (172.202 (a)(3)				
9	The packing group, in Roman numerals, for the material is shown (172.101, 172.202 (a)(4))				
10	The entry "Limited Quantity" or "Ltd Qty" is shown for materials meeting exceptions (172.203 (b))				
11	"DOT-E" followed by exemption number noted on shipping papers in association with applicable description. Copy of any/all exemptions attached to shipping papers and included in total number of pages (172.203(a))				
12	The quantity and units of each hazardous material is shown (172.203(a)(5))				
13	Individual package weight(s) are shown (BMP)				
14	Emergency response phone number entered (172.201(d))				
15	Placarding shown on shipping papers (BMP)				
16	All entries on shipping papers are legible on all copies (172.201(a)(2))				
17	Technical names for "n.o.s." and other generic descriptions are entered, if applicable (172.203 (k)				
18	WA or Federal waste codes are shown on shipping papers (BMP)				
19	Poisonous material are described per 172.203 (m), if applicable				
20	Emergency Response Guide number(s) entered on shipping paper (BMP)				

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Shipment Number \_\_\_\_\_

REQUIREMENT		YES		N/A	
		Shipper	One One	Shipper	One One
<b>Section D: Packages (Not Subject to One over One Review)</b>					
1	Package is approved for the hazardous material to be shipped in it? ((173.3, 173.21, 173.22, 173.24a, 173.24b, 173.25, 172.101 Table – Column 8)				
2	Have special provisions been complied with? (172.101 Table – Column 7)				
3	Are packages free from defects, breaches and bulges? (HNF-PRO-156, HNF-PRO-157, 173.24)				
4	Packages closed per manufacture’s instructions? (HNF-PRO-156, HNF-PRO-157, SARP, 173.24)				
5	Is package being shipped under exemption? Package must be marked with exemption number (172.301 (c))				
6	Is exemption applicable to this shipment as packaged? (173.22a)				
7	Are packages labeled correctly? (172.400)				
8	Are packages marked correctly? (172.300, 172.310)				
9	Do liquid combination packages have orientation marking applied? (172.312)				
10	If being shipped as Limited Quantity, the statement “This package conforms to 49 CFR 173.13” is shown.				
<b>Section E: Vehicle and Driver (Not Subject to One Over One Review)</b>					
1	Carrier Approved to transport hazardous material (DOE G 460.2-1 3.1.3, DOE G 460.1-1)				
2	Driver has current CDL with correct HAZMAT endorsements (177.816)				
3	Driver has current DOT Medical Card (391.41)				
4	RSPA Hazardous Materials Registration current and with vehicle (107.608)				
5	Vehicle DOT inspection completed within the past 12 months on power unit (396.17, 396.23)				
6	Vehicle DOT inspection completed within the past 12 months on trailer(s) (396.17, 396.23)				
7	Vehicle appears to be in good working order including tire condition, windshield and mirrors (BMP)				
8	Container segregation appropriate for materials as loaded on vehicle (49 CFR Part 177 Subpart C)				
9	Packages loaded, properly braced and secured on vehicle (173.30, 49 CFR 393 Subpart I, 177.834, HNF-PRO-156, HNF-PRO-157)				
10	Vehicle Placarded as required (49 CFR Part 172 Subpart F)				
11	Vehicle Marked with “orange panels” or “PCB” Markings (172.332, HNF-PRO-156, HNF-PRO-157, HNF-PRO-3152 3. b.)				
<b>Section F: Shipment completion (Not Subject to One Over One Review)</b>					
1	Shipping papers signed and dated by shipper (172.204)				
2	Shipping papers signed and dated by carrier (172.205)				
3	Special loading or unloading instructions included as part of shipping papers (HNF-PRO-157)				
<b>Section G: Other Shipment Requirements (Not Subject to One Over One Review)</b>					
1	POC and ONC are notified of shipment (HNF-PRO-156, HNF-PRO-157)				
2	Receiver is notified of shipment date (HNF-PRO-157)				

**Comments:** \_\_\_\_\_  
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Checklist completed by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature of HAZMAT Shipper Printed name

One/One completed by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature of HAZMAT Shipper Printed name

1162 Review completed by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature of HAZMAT Shipper Printed name